

**City of Seattle**  
**Civil Service Commission**  
**April 20, 2011**

**APPROVED MAY 18, 2011**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commission Chair Steven Jewell

Commissioner Ellis H. Casson

Commissioner Gregg Hirakawa

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

Olayinka Ogunyemi addressed the Commission regarding her appeal.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of March 16, 2011 Meeting Minutes:** Commissioner Casson moved to approve the monthly minutes. Commissioner Hirakawa seconded the motion. The motion passed.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

- ❖ The Executive Director provided the Commission updates on current Civil Service Commission appeals :

**New Appeals:**

- **Bailey v. SPU-CSC No. 11-01-007:** The appellant is appealing whether termination was for just cause. The appeal has been assigned to CSC Hearing Officer Christopher Mathews.

**Executive Session:** The commission went into Executive Session at 10:40 a.m. The Executive Session ended at 11:05 a.m.

- **Chan v. Parks—CSC No. 11-04-008:** Order on Request to Reopen Appeal (*OHE*)

The Appellant filed an appeal alleging her position was cut to half-time, although there is a less senior employee in the same title at full time. The CSC delegated the appeal to the Office of the Hearing Examiner. The Appellant and department entered into a settlement agreement, and the Appellant withdrew her appeal. The OHE dismissed the appeal. The Appellant returned to the

CSC weeks later seeking to reopen her appeal. The Appellant alleged the department was not complying with the agreement. The Appellant also stated she did not know she could place her appeal in abeyance rather than withdrawing-until the issue was settled. The Appellant was referred to the OHE to consider reopening the appeal. The OHE denied the request. The Commission reviewed her request to reopen her appeal, and considered it as a Petition for Review. Commissioner Hirakawa moved that there were no grounds to re-open the appeal thus recommended to affirm the OHE's decision and deny the request. Commissioner Casson seconded the motion. The motion passed and the OHE's decision was affirmed.

**Review:**

- **Ogunyemi v. City Light—CSC No. 10-01-020-Decision (issued by OHE)**

The Commission reviewed the April 5, 2011 decision of the Office of the Hearing Examiner denying the appeal. Ms. Ogunyemi filed a Petition for Review. Commissioner Hirakawa was the Reviewing Officer and moved to affirm the OHE's decision.

Commissioner Casson seconded the motion. Commission Chair Jewell abstained. The motion passed.

**DISCUSSION ITEMS**

**3. Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track as of April.

**4. Service Credit Legislation Update:**

- **David Bracilano, Director Personnel Labor Relations:** Mr. Bracilano, Director of Personnel Labor Relations updated the Commission on the Service Credit Legislation and the impact it would have on Unions.
- **Meetings with Workplace Equity & RSJI Groups:** The Executive Director updated the Commission on her presentation at the April Workplace Equity & RSJI Groups' meetings. Ms. Graham-Walton provided the group information on the CSC and current status of the proposed legislation.
- **CSC In-Web & PAN – Postings:** Ms. Graham-Walton shared with the Commission the current posting of Proposed Legislation on the CSC website. The background and status of proposed legislation was added, as the Commission stated it would do following meetings in 2009 and 2010.

**5. Commission Rule Review-1<sup>st</sup> Draft Revisions/Additions:** The Executive Director introduced recommended revisions to the Commission rules that have been pending over the past years as there were no significant issues and the rules revisions are mainly formatting. The Commission will review at its May meeting.

**6. Personnel: Revisions to Personnel Rule (PR) 1.4-Internal Grievance Process:** Mr. Bracilano provided background as to why Personnel was proposing changes to the Internal Grievance Process. He suggested that changes to the rule would ensure consistency and streamline the investigative process. He pointed out that the change to 1.4 B 1 would give employees 20 days rather than 7 days to present a written request to their supervisor to begin the grievance process. The Executive Director commented that she reviewed the recommended changes that were of concern to the Commission. Changes to the rule imply that employees must use this process if demoted, suspended or terminated, which is inconsistent with PR 1.3, Progressive Discipline and the SMC. The Commission is concerned that Departments are not providing information to employees regarding the Internal Grievance Process, after other personnel actions.

**7. Old/New Business:**

- **March 17, 2011 Memo from City Light (SCL) Re: Statute of Limitations Letter-** Jennifer Greenlee, City Light, Employee Relations Advisor provided the Commission with another letter reiterating SCL's position regarding Statute of Limitations for Written Reprimands. The Commission will address this issue further in the coming months.

**Other: Save the Date: 2011 Civil Service Conference: September 19-20—Central Washington University / Ellensburg, WA:** Ms. Graham-Walton informed the Commission the budget would allow Commissioners, as it has done in the past, to attend this annual 2011 conference. She also shared that it has moved to a closer location.

**Adjourn: The meeting adjourned at 11:10 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 5/18/2011

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 5/18/2011

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Steven A. Jewell, Commission Chair

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Date